

CLASS SPECIFICATION



CLASS: Legal Services Supervisor
ALLOCATION: County-wide
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: January 2008
REVISED:

JOB SUMMARY:

Under general direction plans, organizes, coordinates, reviews, evaluates, and supervises legal and general administrative support activities within the District Attorney and County Counsel Offices; provides difficult, technical and specialized legal support to staff attorneys and the Department Head; assists with the administrative and fiscal functions of the department including budget development and monitoring, payroll, and personnel related issues; performs difficult, technical, complex and specialized legal office support work as well as duties in support of departmental fiscal, purchasing, and personnel related functions and performs other duties as assigned.

This is the supervisory para-professional level in the legal services series.

CLASS CHARACTERISTICS:

This position reports directly to a Department Head. This class is distinguished from the Supervising Legal Office Assistant by the latter is responsible for supervising the legal office support functions within an assigned department while the former is responsible for supervising both the administrative and legal office functions within the County Counsel or District Attorney Offices including personnel and budget related activities.

EXAMPLES OF DUTIES:

Essential:

- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing legal office support; implements policies and procedures.
- Plans, prioritizes, assigns, supervises, and reviews the work of staff involved in legal office and administrative support duties.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
- Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Performs the more complex, technical, difficult and/or specialized legal office support work within the department and performs the full range of legal office support duties of assigned subordinates on a relief or day-to-day basis.
- Assists with the coordination, preparation, and monitoring of the department budget; tracks expenditures; provides current and accurate budget information to the Department Head.
- Purchases office supplies and equipment; receives, reviews, and processes invoices for payment; maintains inventory.
- Maintains and processes department payroll; tracks leave information; calculates salary and benefit projections for budgeting purposes.
- Coordinates a variety of personnel actions including the scheduling of hiring interviews and background investigations; tracks departmental performance evaluations.
- Monitors expenditures as they relate to the management of grants.
- Prepares a variety of technical reports.
- Coordinates and update Department website information.
- Attends meetings often involving contact with government officials, representatives of business organizations and all levels of county personnel.
- Coordinates application of electronic case management system within the office and between the office and other County departments.
- Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.
- Researches and compiles operational and statistical data and information from various sources; maintains records and prepares special and periodic reports.

- Builds and maintains positive working relationships with co-workers, County employees, and the public using principles of good customer service.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Uses standard office equipment, including a computer, in the course of work; may drive a motor vehicle to attend meetings and visit work sites.

EMPLOYMENT STANDARDS:**Knowledge of:**

- Principles and practices of legal office support.
- Pertinent local, State, and Federal rules, regulations and laws.
- Principles and practices of budget monitoring.
- Principles and practices of supervision, training and performance evaluations.
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Modern office equipment, methods, procedures, and computer hardware and software.
- Economic and accounting principles and practices, budgeting, contract administration and the analysis and reporting of financial data.
- Business arithmetic, algebra, statistics, and their applications.
- Office administrative practices and procedures.
- Basic budgetary and financial practices and terminology.
- Principles of records management.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Techniques for dealing with individuals of various ethnic and socio-economic groups, often in situations which may be difficult or confrontational.

Skill in:

- Motivating, developing, and directing people as they work, identifying the best people for the job.
- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Supervising, training, and evaluating assigned staff.
- Organizing, implementing, and directing legal office support operations/activities.
- Interpreting and explaining pertinent legal support and department policies and procedures.
- Developing and recommending policies and procedures related to assigned operations.
- Preparing clear and accurate reports, correspondence and other written materials.
- Analyzing budget, technical reports, financial statements and spreadsheets.
- Organizing, researching and maintaining accounting and office files.
- Maintaining accurate records and files.
- Assisting in the development and monitoring of departmental budget.
- Making accurate arithmetic and statistical calculations.
- Inputting varied data into a computer database system with speed and accuracy.
- Communicating clearly and concisely, both orally and in writing.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Perform calmly, purposefully and appropriately in emergency and stressful situations.
- Exercise sound, independent judgment within general procedural guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Type at a net rate of 50 words per minute.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.
- Specified positions may require working evening, nights, weekend, and holiday shifts and may require ability to pass a detailed background investigation.
- Specified positions may require exposure to potentially difficult or dangerous individuals.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.

Special Requirements:

- Type at a net rate of 50 words per minute.

Education and Experience:

MINIMUM: An Associate's degree from an accredited college with course work in legal assisting, business administration, public administration, accounting, bookkeeping, or a related field; and four years of experience at a level equivalent to the County's classification of Legal Office Assistant II.

Candidates with strong experience who lack the degree are encouraged to apply.

PREFERRED: In addition to the minimum, experience directing and reviewing the work of others.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval: Martha Wilson
Date:

Personnel Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____